

Accessing the Employee Self Service User Information “My Biz”

Introduction

The Oracle Self Service Employee “My Biz” view is now available to a limited personnel. Employees may log into DCPDS and view their employment-related information. Future enhancements will be available to allow for updating limited employee data elements. The following pages provide a brief overview of the new functionality.

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Logging In

IF YOU ALREADY HAVE A DCPDS ACCOUNT

If you currently have a DCPDS account (/MGR, /MGA, /RMM, /COS, /COC, /COP etc) there will be a new Responsibility (Hat) added to your "Navigator" screen entitled "My Biz".

IF YOU DO NOT ALREADY HAVE A DCPDS ACCOUNT

To access *My Biz*

Go to CPOL website (<http://www.cpol.army.mil/>).

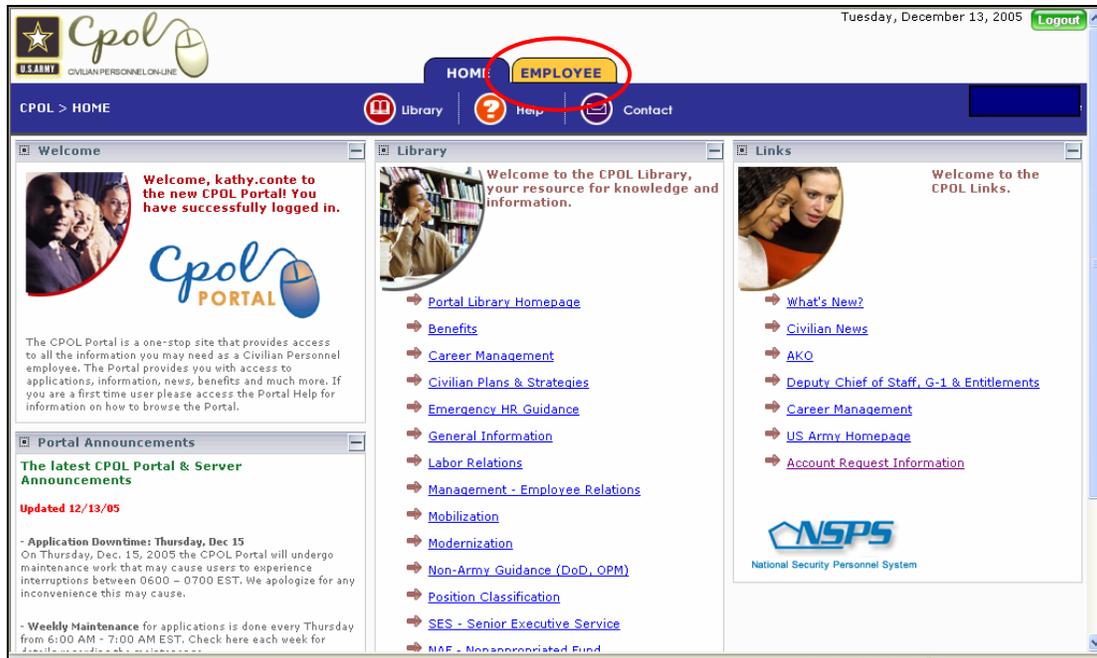
Click on "Employee Login"



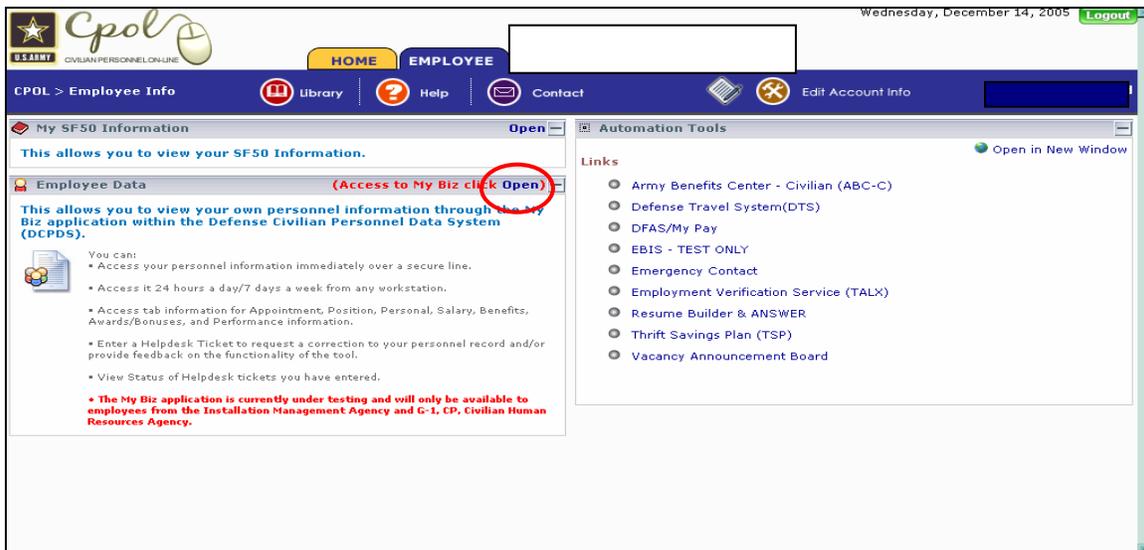
Enter your AKO User name and Password

The screenshot shows a Windows-style dialog box titled "Connect to acpol.army.mil". The dialog has a blue header bar with a question mark icon and a close button. Below the header is a yellow background with a key icon. The main content area is white and contains the text: "Please Enter Your AKO Username and Password (cpolmain) [14:44:17:1929]". There are two input fields: "User name:" with a dropdown arrow and a "Password:" field. Below the password field is a checkbox labeled "Remember my password". At the bottom of the dialog are two buttons: "OK" and "Cancel".

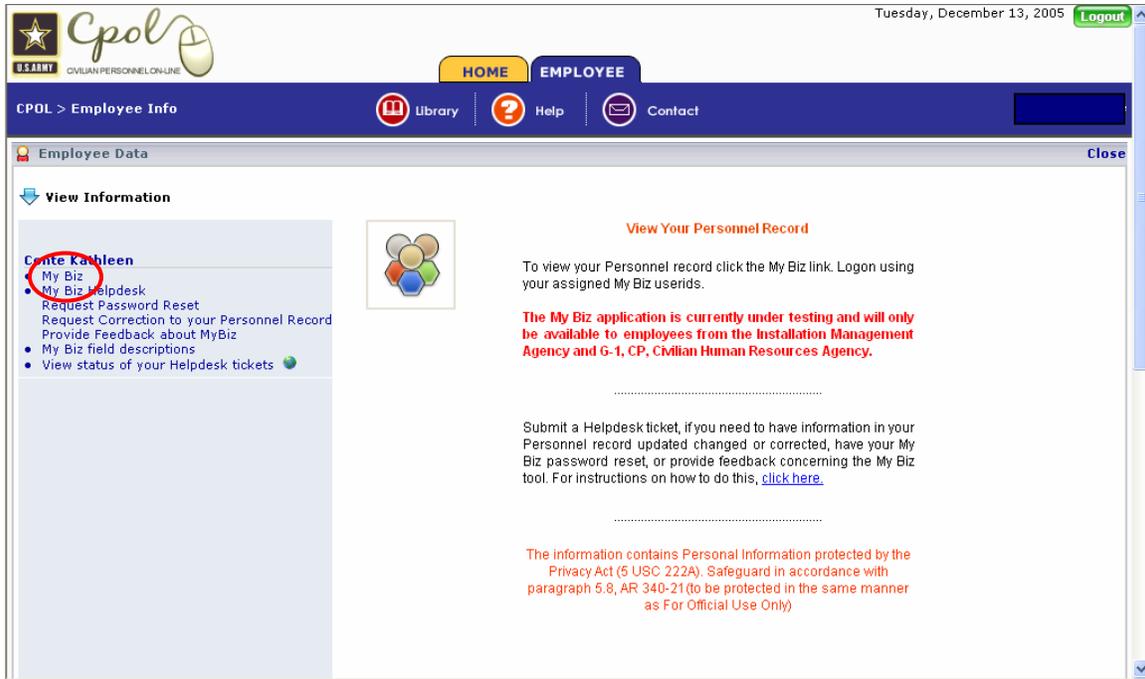
Click on Employee Tab



Click on "Open" on the Employee Data line ("My SF50 Information" is discussed in separate documentation)



Click on "My Biz" (Helpdesk and Field Descriptions will be addressed later)



Enter User Name (your Social Security Number – with dashes) and the default Password (capitalized first letter of your first name - \$ - .lower case first letter of your last name - \$ - fourth digit of your Social Security Number - \$ - fifth digit of your Social Security Number. Example: User John Smith with SSN 123-45-6789 will enter J\$s\$4\$5\$ as his default password).



After successfully entering the above you will be prompted to change your password



Your password has expired

Old Password

New Password

Repeat New Password

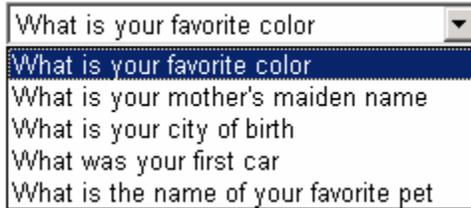
Security question

Answer

Email Address (optional)

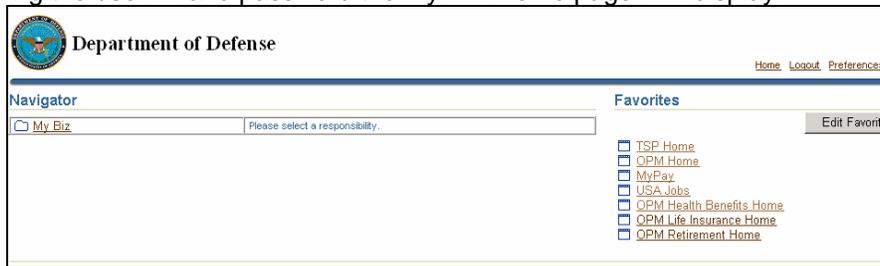
Enter the following data elements:

- Old Password – This is the default password constructed above
- New Password – Passwords are, at a minimum, a case sensitive 8-character mix of upper case letters, lower case letters, and special characters, including at least one of each with no two alike side-by-side (e.g., emPagd2!)
- Repeat New Password
- Security Questions – This question must be answered before continuing, it will be necessary to have completed a security question to reset a forgotten password. Select one of the available questions.



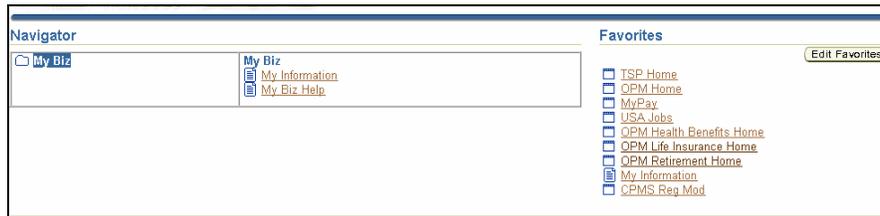
- Answer – The answer provided here will be used to complete user validation if password reset is ever required.
- Email Address – This field is available for optional input and is being reserved for use with future Self Service enhancements.  your transaction.

After successfully entering the user ID and password the My Biz “home page” will display.



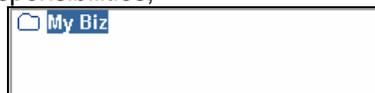
Navigating in My Biz

Click the My Biz link; this opens the Functions menu of available tasks that can be performed from the selected responsibility within the Self Service application.

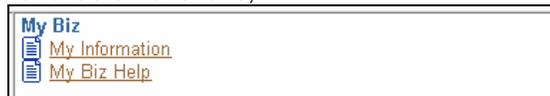


Let's take a look at the features of this new page. The web page displays with three columns, Responsibilities, Functions, and Favorites.

The left column displays all of the User's Responsibilities;



The column in the middle displays the available Functions;



My Information – provides employee with a view of their employment related information
My Biz Help – provides employee's with instructions on how to use “My Biz”

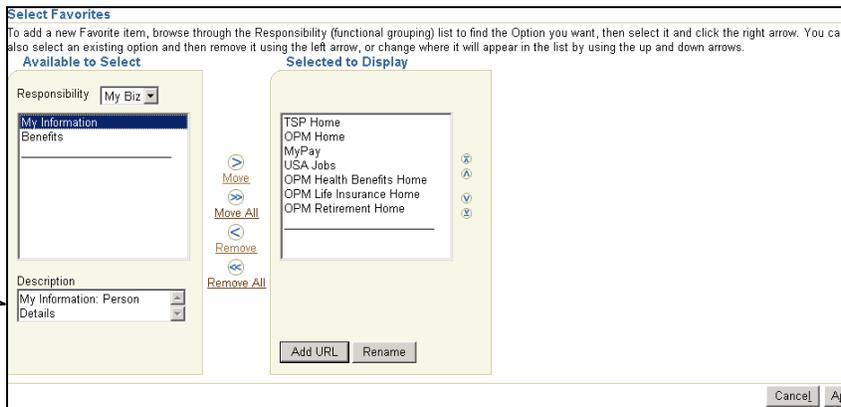
The column on the right is your stored Favorites.



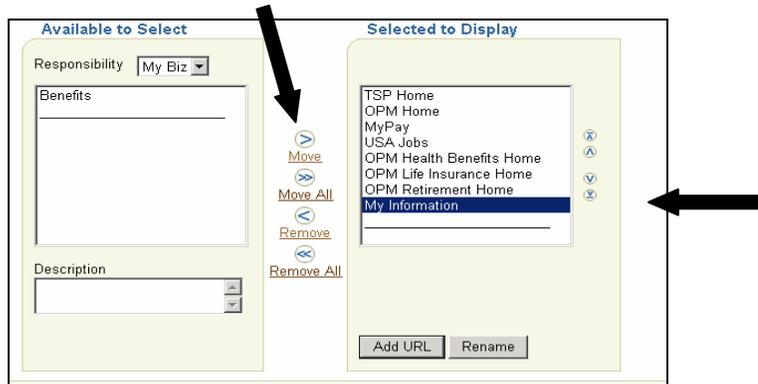
Creating Favorites in My Biz

Favorites allow employee to access links or functions to their My Biz homepage for quick access to commonly used sites. Use the following procedure to add a favorite to your Framework home page.

Click the **Edit Favorites** button and the Customize Favorites window will display. (This example will add “My Information” as a favorite.) Highlight the function you want to add as a favorite,

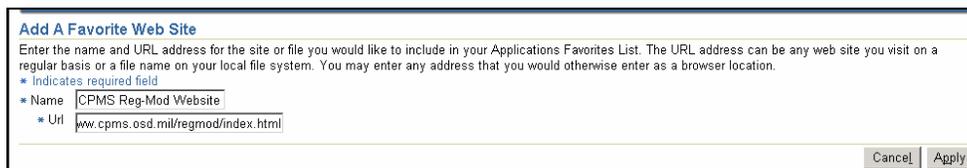


Click the “Move” arrow,

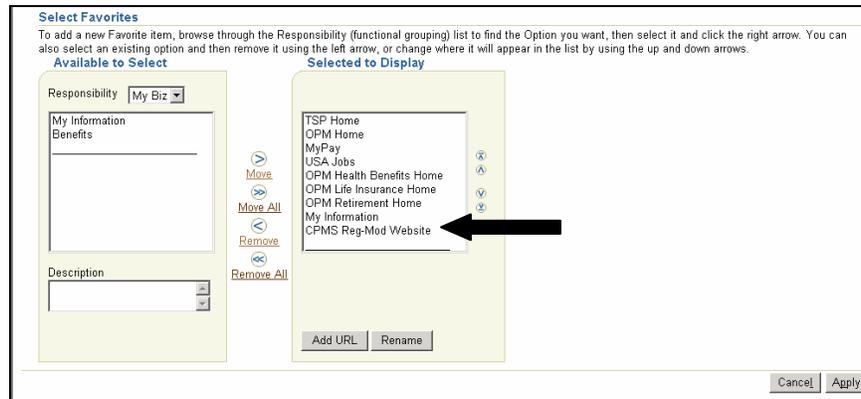


The function will move from the left column and be added to the column on the right.

To add a “favorite” website, click the **Add URL** button.



Type the name you want displayed on your home page; then type the URL information and click the Apply button.



When you return to the Customize Favorites window, you will see that the website you were adding, in this case CPMS Reg Mod website, has been added to the favorites list. When you have finished adding all of the favorites you desire, click **Apply**. After applying the changes you are returned to your home page, the new links should appear under the favorites column.



To access a favorite, place your cursor over the link, click the right mouse button, and select <Open in New Window>. This will allow you to close the web site window and return to the My Biz window without logging in again. However, if the My Biz session has timed out, you will be required to log in again.



General Overview of My Biz

General Info – Displays a summary of the employee's current position information. This information is viewable from any tab selected.

Department of Defense

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization: **W REED ARMY MED CTR** Job Title: **Budget Analysis (0560)**
 ARMCWZDHAA 01

Position: **01318.BUDGET** Grade: **GS-09**
 ANALYST.82982.ARM.C.APPR

Total Salary: **43,365.00 USD**

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Details Effective Date Job Grade Step or Rate

Show 06-Mar-2005 Budget Analysis (0560) GS-09 01

Retained Grade Details

Date From Date To Retained Grade Retained Step or Rate Retained Pay Plan Retained Pay Table ID Retained Pay Basis Temporary Promotion S

No data exists.

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance

Show/Hide

Show

Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Show	10-Jan-2005			

A "Show" folder will be displayed when there is additional information available for display. Click the "+" sign to open the folder and view the additional data elements.

Hide

Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Hide	10-Jan-2005			
	Date Due	10-Jan-2006	Date Initial Appraisal Due	
	Performance Rating Points		Date Appraisal Period Ends	
	Unit		Organization Structure ID	
	Office Symbol		Pay Plan	
	Grade		Appraisal System Identifier	
	Optional Information			

Once you finish viewing the information, click the "-" sign to close the folder.

Tabs

The following is a list of the Tabs and information available under each.

Appointment Tab contains current appointment information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization: **W REED ARMY MED CTR** Job Title: **Budget Analysis (0560)**
 ARMCWZDHAA 01

Position: **01318.BUDGET** Grade: **GS-09**
 ANALYST.82982.ARM.C.APPR

Total Salary: **43,365.00 USD**

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Details Effective Date Job Grade Step or Rate

Hide 06-Mar-2005 Budget Analysis (0560) GS-09 01

Work Schedule: **F - Full-Time** Part-Time Hours Biweekly

Pay Rate Determinant: **0 - Regular Rate** WGI Due Date: **05-Mar-2006**

WGI Pay Date: **05-Mar-2006** Last Equivalent Increase: **06-Mar-2005**

Key Emergency Essential Empl: **Not Assigned to Key Emergency Employee Position** Tenure: **2 - Conditional - Tenure Group 2**

Annuitant Indicator: **9 - Not Applicable** Date Arrived Personnel Office: **10-Jan-2005**

Assignment NTE Start Date

Leave Without Pay Start Date

Sabbatical Start Date

Email Address

Position Tab contains the employee's position information.

Urquhart, Randy J
 GENERAL INFO: The information is current of today's date.
 Organization **W REED ARMY MED CTR** Job Title **Budget Analysis (0560)**
 ARMCW2DHAA 01
 Position **01318.BUDGET** Grade **GS-09**
 ANALYST.82982.ARM.CAPPR
 Total Salary **43,365.00 USD**

Appointment Position Personal Salary Benefits Awards and Bonuses Performance

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Details	Effective Date	Position Name	Organization	Grade	Job Title	Target Grade	Office Symbol
▼ Hide	06-Mar-2005	01318.BUDGET ANALYST.82982.ARM.CAPPR	W REED ARMY MED CTR ARMCW2DHAA 01	GS-09	Budget Analysis (0560)	GS-09	
Supervisory Status		8 - Non-Supervisory		Work Schedule		F - Full-Time	
Part-Time Hours Biweekly				Pay Basis		PA - Per Annum	
FLSA Category		N - Nonexempt		Bargaining Unit Status		7777 - Eligible But Not In A Bargaining Unit	
Pay Table ID		0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000		Position Sensitivity		Nonsensitive (NS) National Security Risk	
Security Access		No Access Required; ENTNAC/NAC/NACI Required		PRP/SCI			
Payroll Office ID		OA		Supervisory Diff Eligibility			
Position Occupied		1 - Competitive Service		Language Required			
Drug Test		Posn Not Req Drug Test		Training Program ID		YY	
Key Emergency Essential		Position Not Designated Emergency-Essential Or Key		Intelligence Position Ind		Non-Civilian Intelligence Person Management System	
LEO Position Indicator		0 - No Applicable Program					
▶ Show	10-Jan-2005	01318.BUDGET ANALYST.82982.ARM.CAPPR	W REED ARMY MED CTR ARMCW2DHAA 01	GS-09	Budget Analysis (0560)	GS-09	

Appointment Position Personal Salary Benefits Awards and Bonuses Performance

Personal Tab contains employee specific information.

Details As Of Effective Date
 Hide 10-Jul-2005

SCD Leave	10-Jan-2005	Social Security Number	
Date Of Birth	15-Aug-1980	Gender	M
Race or National Origin	C - Black, not of Hispanic origin	Handicap	05 - No Handicap
Citizenship	1 - U.S. Citizen, includes U.S. Nationals	Date Last Promotion	
Agency Code Transfer From		Veterans Preference	1 - None
Veterans Preference for RIF	N - No	Veterans Status	X - Not A Veteran
Email Address		Appointment Type	2A - Competitive - Career-Conditional
Current Appointment Authority (1)	LYM	Current Appointment Authority (2)	10-Jan-2005
Previous Retirement Coverage	Never Covered	SCD Civilian	
SCD RIF	10-Jan-2005	SCD Retirement	
Reserve Category	Not Applicable	Military Recall Status	Y - Not Applicable
Date Retired Uniform Service		Uniform Service Component	
Uniform Service Designation		Retirement Grade	
Military Retirement Waiver Ind		Exception Retirement Pay Ind	
Creditable Military Service	0000	Frozen Service	0000
Date Conversion Career Begins	06-Mar-2005	Date Conversion Career Due	06-Mar-2008
Date Recrd Conversion Begins		Date Recrd Conversion Due	
Date YRA Conversion Due		Date Prob/Trial Period Begins	10-Jan-2005
Date Prob/Trial Period Ends	09-Jan-2005		

Education Information

Education Level	Instructional Program	Year Degree / Cert Attained	Academic Institution Name
High school graduate or certificate of equivalency			

Appointment Position Personal Salary Benefits Awards and Bonuses Performance

Salary Tab contains the employee's pay related information.

Urquhart, Randy J
 GENERAL INFO: The information is current of today's date.
 Organization **W REED ARMY MED CTR** Job Title **Budget Analysis (0560)**
 ARMCW2DHAA 01
 Position **01318.BUDGET** Grade **GS-09**
 ANALYST.82982.ARM.CAPPR
 Total Salary **43,365.00 USD**

Appointment Position Personal Salary Benefits Awards and Bonuses Performance

The following section displays detailed historical information through today's date.

Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currenc
▼ Hide	10-Jan-2005		5,975.00	43,365.00		43,365.00	15.98	
AJO		AJO Premium Pay Indicator		AJO Premium Pay Indicator				
Availability Pay		Availability Pay Premium Pay Indicator		Retention Allowance Percentage				
Retention Allowance								
Supervisory Differential								

Appointment Position Personal Salary Benefits Awards and Bonuses Performance

Benefits Tab contains the employee's benefits related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
FEGLI						
FEGLI		Start Date				
Basic only		10-Jan-2005				
Health Benefits						
Previous 1-1 Next						
Details	Start Date	Health Plan	Enrollment	Premium Conversion		
Hide	10-Jul-2005	Federal Employee Health Benefits Special Code (ZZ)	Enrollment Waived/Cancelled (Y)	After Tax		
Temps Total Cost			Premium Rate			
Thrift Saving Plan						
Details	Start Date	Amount	Rate	Status	Status Date	
Hide	10-Jan-2005		15 Y - Elected To Contribute		10-Jan-2005	
Rate 15			Status Date 10-Jan-2005			
SP Catch Up Contribution						
Start Date		Catch Up An				
No data exists.						
Retirement Plan						
Start Date	Retirement Plan	FERS Coverage				
10-Jan-2005	K - FERS and FICA	A - Automatically Covered By FERS				

Awards and Bonuses Tab displays the employee's award or bonus information.

Urquhart, Randy J						
GENERAL INFO: The information is current of today's date.						
Organization		W REED ARMY MED CTR ARMCW2DHAA 01			Job Title Budget Analysis (0560)	
Position		01318.BUDGET ANALYST.82982.ARM.C.APPR			Grade GS-09	
Total Salary		43,365.00 USD				
Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
Award Details						
Effective Date	Award Type	Amount or Hours	Award Percentage	Award Agency		
No data exists.						
Bonus Details						
Effective Date	Bonus Type	Bonus Amount	Expiration Date			
No data exists.						
Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance

Performance Tab displays the employee's performance appraisal information.

Urquhart, Randy J						
GENERAL INFO: The information is current of today's date.						
Organization		W REED ARMY MED CTR ARMCW2DHAA 01			Job Title Budget Analysis (0560)	
Position		01318.BUDGET ANALYST.82982.ARM.C.APPR			Grade GS-09	
Total Salary		43,365.00 USD				
Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record		
Hide	10-Jan-2005					
Date Due 10-Jan-2006		Date Initial Appraisal Due				
Performance Rating Points		Date Appraisal Period Ends				
Unit		Organization Structure ID				
Office Symbol		Pay Plan				
Grade		Appraisal System Identifier				
Optional Information						

Reset a My Biz Password

If you forget your My Biz password, the following steps can be used to reset the user account. From the Login screen click the "Forgot your password?" link.

Login	
Username	<input type="text"/>
	(example: michael.james.smth)
Password	<input type="password"/>
	(example: 4u99v23)
	<input type="button" value="Login"/> <input type="button" value="Cancel"/>
	<input checked="" type="checkbox"/> Forgot your password?

You will be directed to the Reset Password window. To reset a forgotten password you must input the following information:

- UserID
- SSN
- Date of Birth
- SCD Leave
- Pay Plan
- Grade
- Step
- Security Question - the security question is the question you answered at the time you first logged into to My Biz when prompted to reset the default password. This question must be answered correctly before you will be allowed to continue the reset password function. *Users who cannot remember the answer to their security questions will need to create a My Biz Reset Password Helpdesk Ticket (see Create My Biz Helpdesk Ticket, page 13).*

Click the Proceed button. You will be returned to the login screen, type in your userid and new password to continue.

Other Features

Home

To return to the homepage from anywhere in the application click [Home](#) link.

Department of Defense [Home](#) [Logout](#) [Preferences](#)

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization	W REED ARMY MED CTR ARMCW2DHAA 01	Job Title	Budget Analysis (0560)
Position	01318.BUDGET ANALYST.82982.ARM.C.APPR	Grade	GS-09
Total Salary	43,365.00 USD		

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#)

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

◀ Previous 1-1 Next ▶

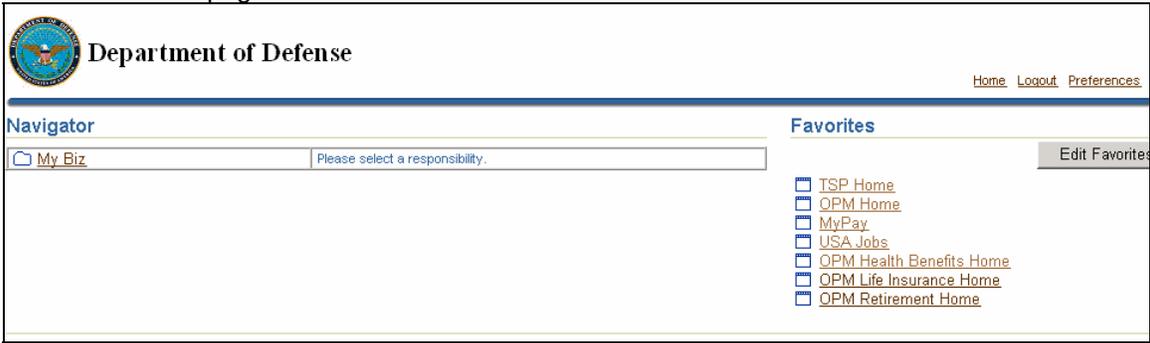
Details	Effective Date	Job	Grade	Step or Rate
▶ Show	06-Mar-2005	Budget Analysis (0560)	GS-09	01

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion S
No data exists.							

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#)

You are returned to the homepage



My Biz Help



Click the My Biz Help link and the following window displays,

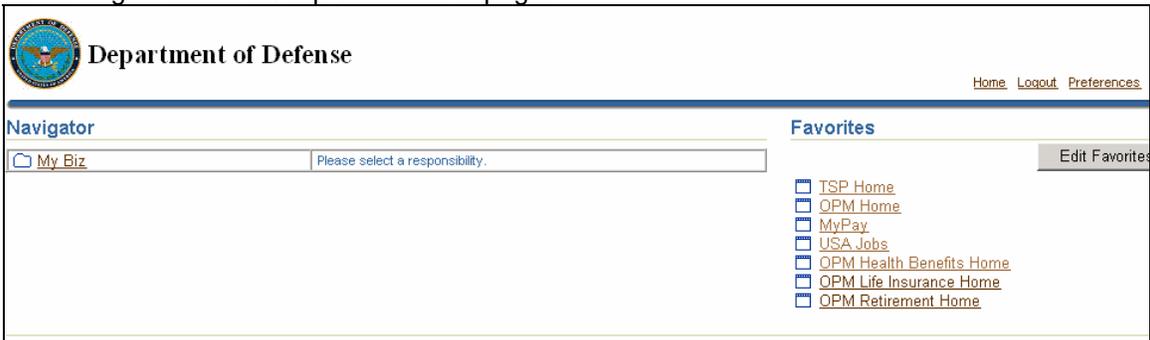


Click on My Biz Help Documentation link, this will open "My Biz" user information documentation.

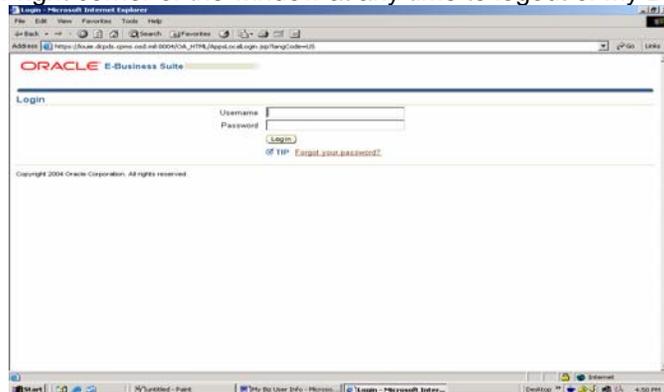


Logout

To logout click the Logout link at the top or bottom of page.



Click the Logout link at the upper right corner of the window at any time to logout of My Biz.



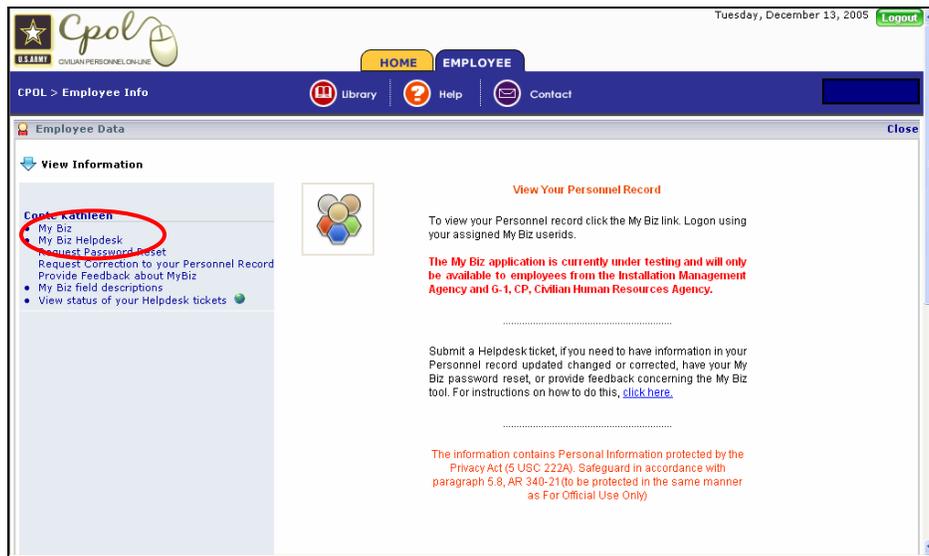
You are returned to the login screen. To insure your personal information is protected close the Internet browser after logout is complete. You may also access and listen to a Camtasia at:

http://www.cpmos.osd.mil/regmod/index_enterprise.html.

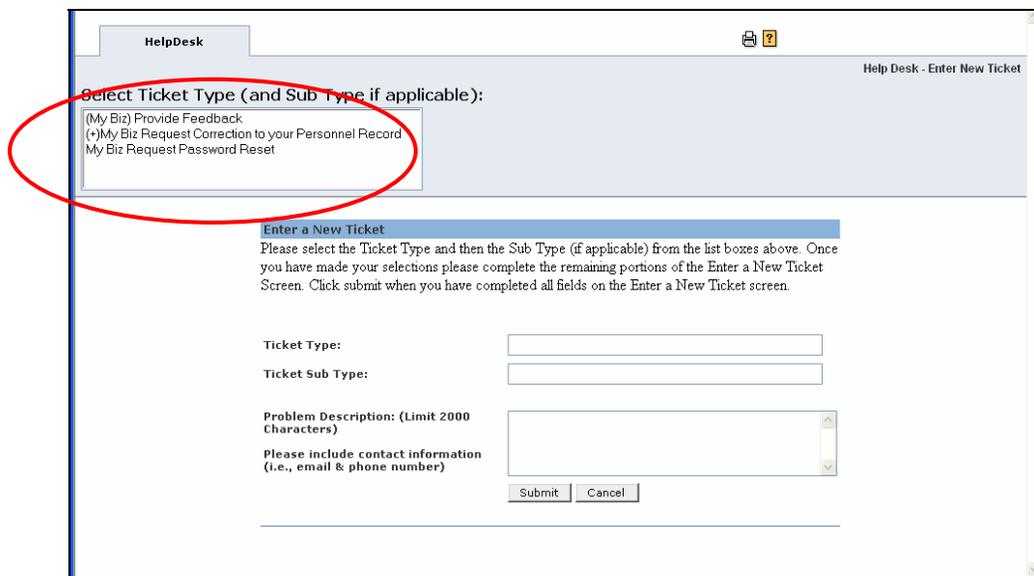
My Biz Helpdesk Tickets

Create My Biz Helpdesk Ticket

If you find errors in the information you see while in My Biz, you can create a Helpdesk Ticket. Switch back to the Employee Tab in the Portal and click on Open next to Employee Data. Click on the “My Biz Helpdesk” link.



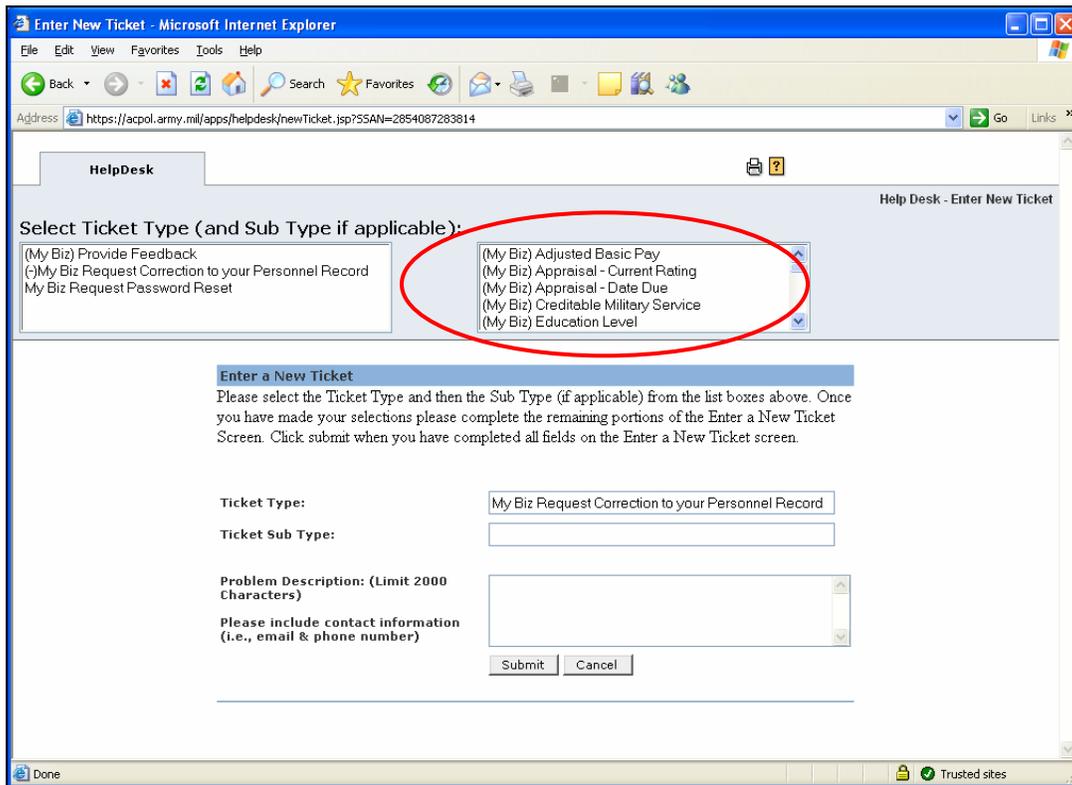
Choose the type of ticket you wish to create



(My Biz) Provide Feedback – This ticket type was created to capture what you thought of your experience in accessing and navigating in the My Biz application. If you have any suggestions for improvement, this would be the place to convey them. Positive and negative feedback is requested depending on your experience.

My Biz Request Password Reset – This ticket type was created in case you could not reset your password through the “Forgot your password” function on the login screen for My Biz. This could happen if you forgot your answer to the security question you set up on your first access into My Biz.

(+) My Biz Request Correction to your Personnel Record – Click on this and you will get another menu of ticket types to choose from.



More choices for types of tickets to create:

- (My Biz) Adjusted Basic Pay
- (My Biz) Appraisal - Current Rating
- (My Biz) Appraisal - Date Due
- (My Biz) Creditable Military Service
- (My Biz) Education Level

- (My Biz) FEGLI
- (My Biz) FEHB
- (My Biz) Locality Pay
- (My Biz) Locality Percentage
- (My Biz) Other

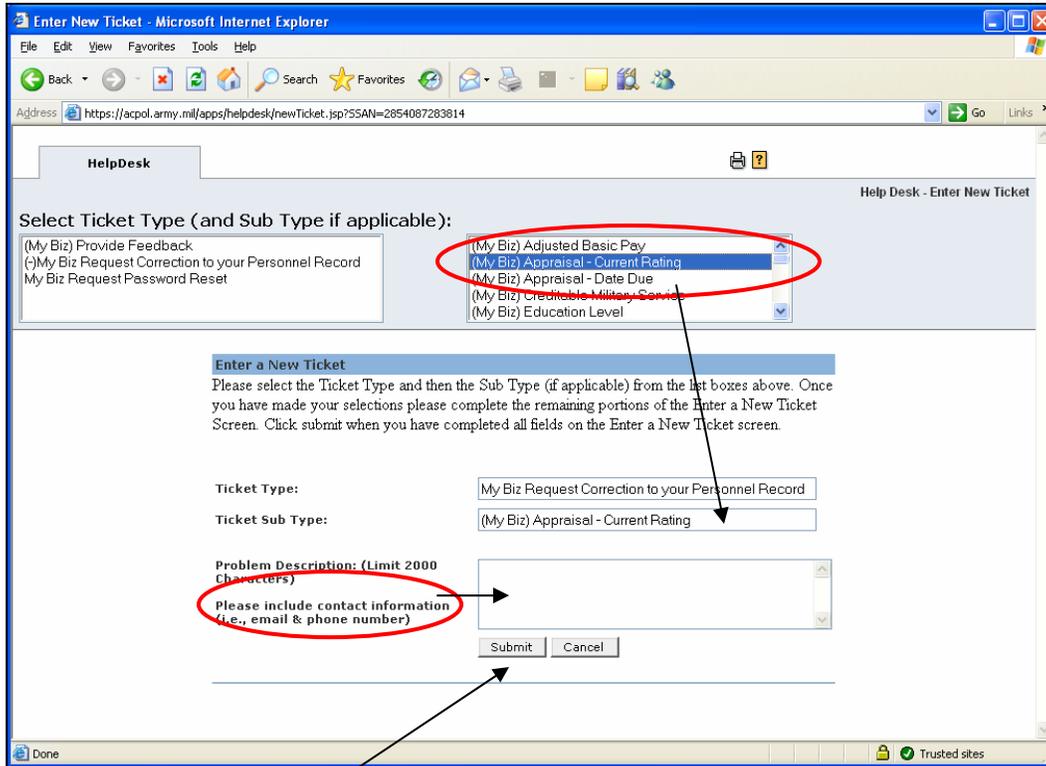
- (My Biz) Other Pay
- (My Biz) SCD Civilian
- (My Biz) SCD Leave
- (My Biz) SCD RIF
- (My Biz) SCD Retirement

- (My Biz) SCD TSP
- (My Biz) Step or Level
- (My Biz) TSP Agency Contribution Elig Date
- (My Biz) TSP Catch Up Contribution Amount
- (My Biz) TSP Catch Up Start Date

- (My Biz) TSP Employee Contribution Eligibility Dt
- (My Biz) TSP Rate
- (My Biz) Total Pay
- (My Biz) Veterans Preference
- (My Biz) Veterans Preference for RIF

- (My Biz) WGI Date of Last Equivalent Increase
- (My Biz) WGI Due Date

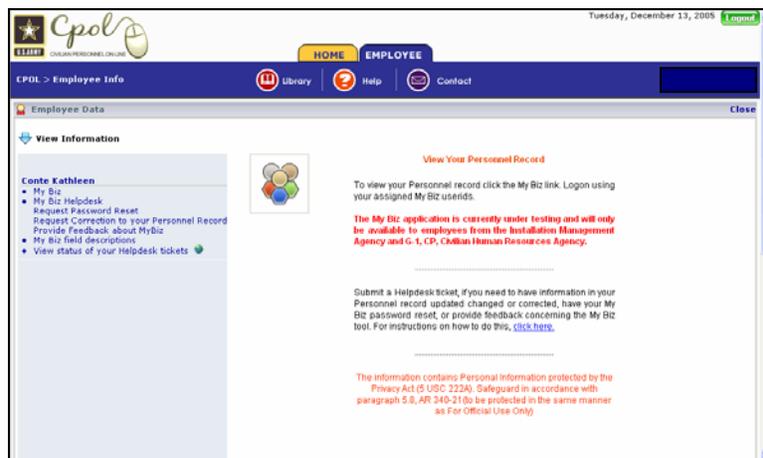
Once ticket type is selected, it will automatically fill in the "Ticket Sub Type" block. Enter your email address and telephone number in the Problem Description area then type in a description of the error found in My Biz and what it should be.



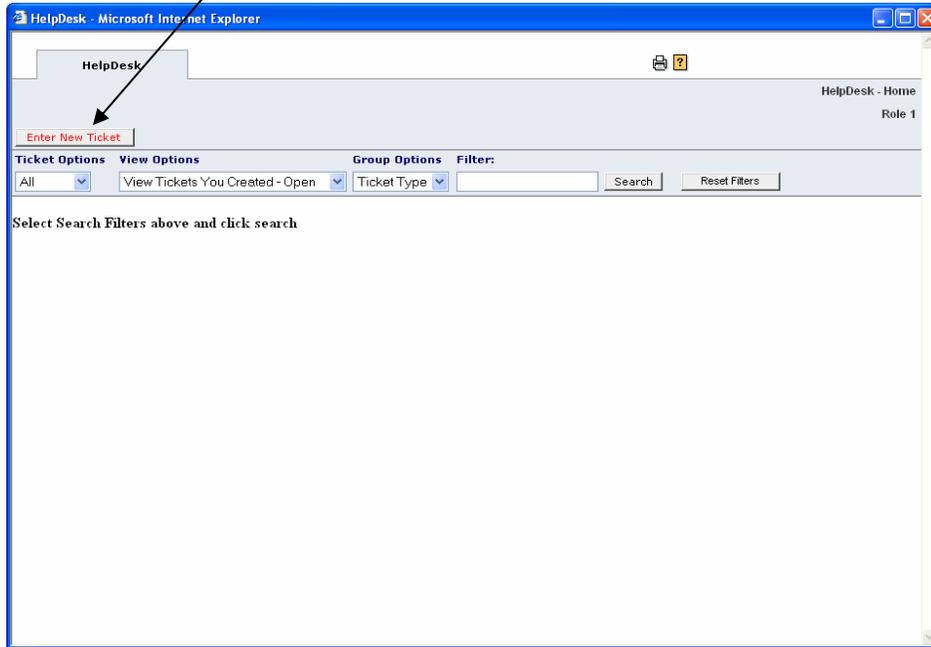
When completed, click on Submit.

Viewing My Biz Helpdesk Tickets You Created

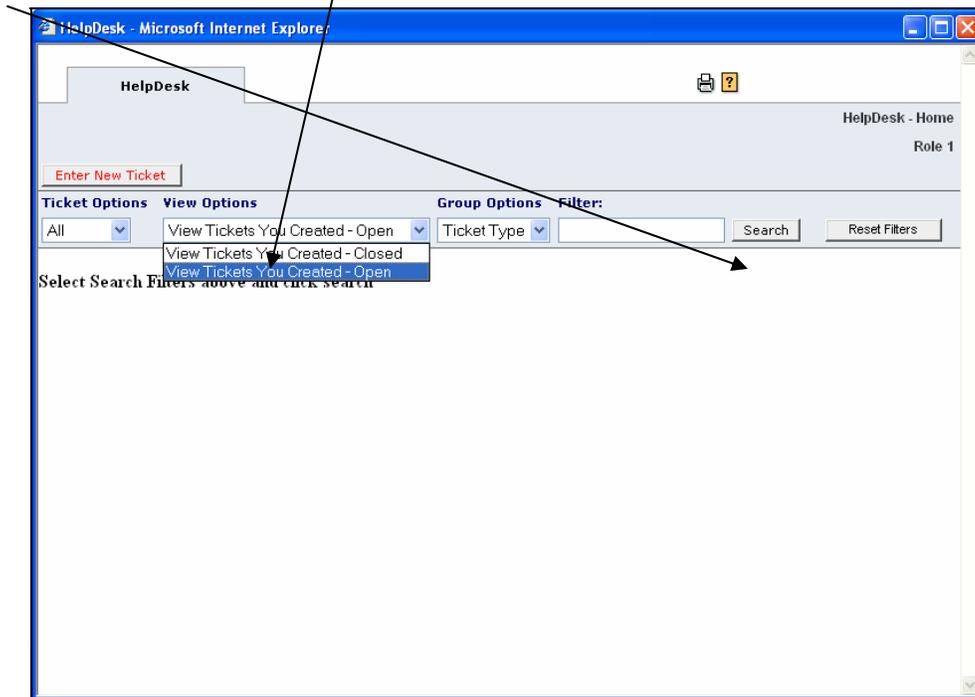
At the Employee Data screen click on "View status of your helpdesk tickets". If you click on the globe at the end of this line it will open the View in a separate window.



NOTE: You can create a new ticket from this screen also. When pressed you will get the same screen as “Choose the type of ticket” above.



To see the status of Helpdesk Tickets you created that are open, click on down arrow in the “View Options” area. You can also view tickets you created that have been closed at this screen also. Highlight option and then click on “Search”



To view ticket(s) click on the number in the Total column.

HelpDesk - Microsoft Internet Explorer

HelpDesk

HelpDesk - Home
Role 1

[Enter New Ticket](#)

Ticket Options **View Options** **Group Options** **Filter:**

All View Tickets You Created - Open Ticket Type Search Reset Filters

Filters:

Ticket Type	Red	Amber	Yellow	Light Green	Dark Green	Total
My Biz Request Correction to your Personnel Record	0	0	0	0	1	1
Total	0	0	0	0	1	1

[View Colorization Chart](#) [View in Excel](#) [Ticket Descriptions](#)

A listing of all open tickets will be displayed. To open an individual ticket, click on the Ticket Number

HelpDesk - Microsoft Internet Explorer

HelpDesk

Help Desk - View Details

<-Back

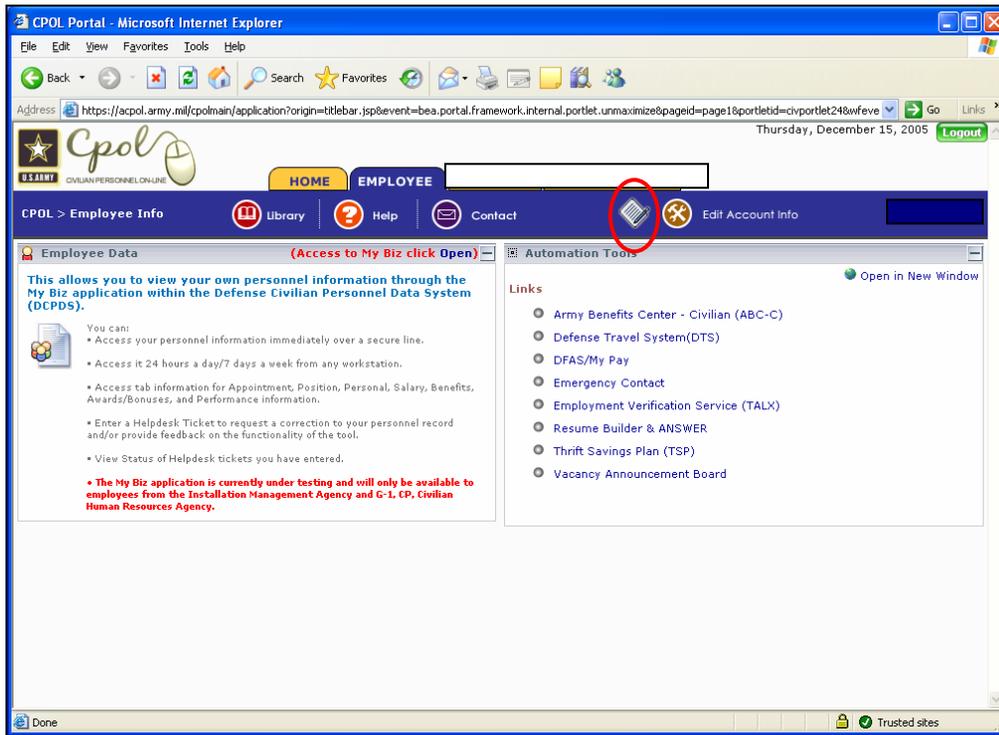
Viewing: All (View Tickets You Created - Open)

Filtering: Ticket Type Is "My Biz Request Correction to your Personnel Record"

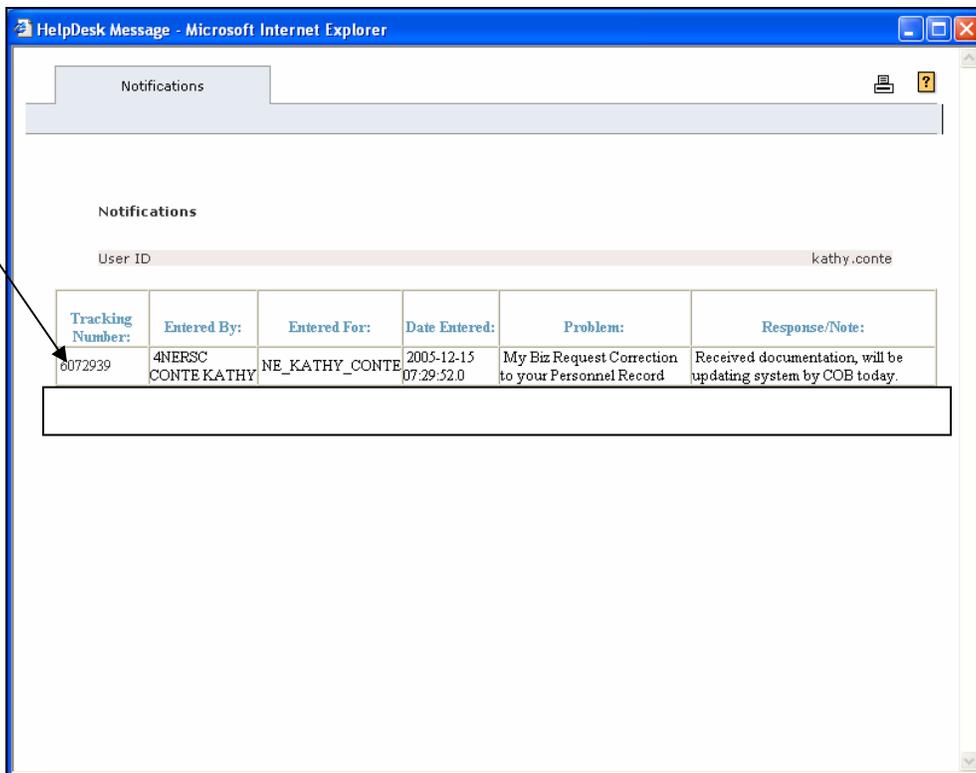
Ticket Number	Opened Date	Ticket Sub Type	Last Response	Owner
6072939	2005-12-14	(My Biz) Appraisal - Current Rating	:	(Not Owned)

[Ticket Descriptions](#) [View in Excel](#)

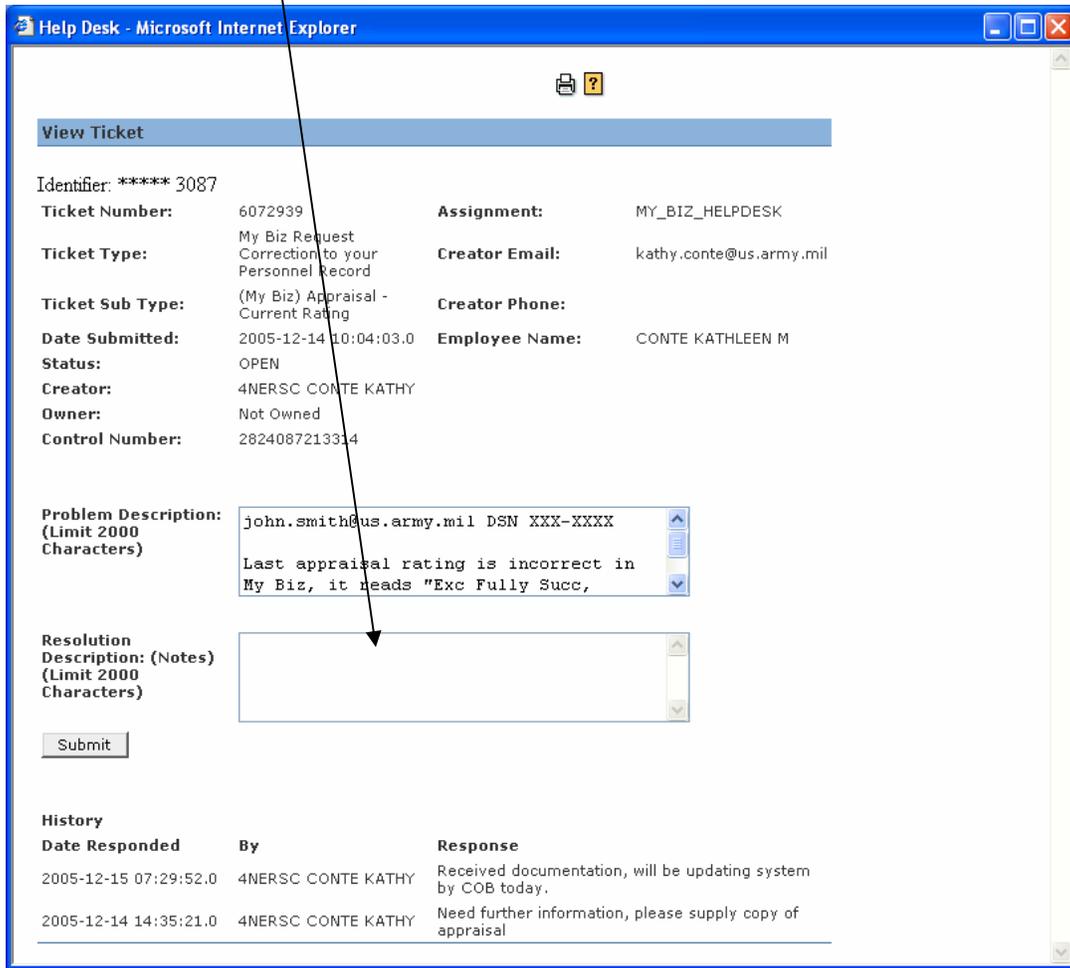
The person who is working your ticket may need to communicate with you to ask a question or convey pertinent information. When a note has been written on a ticket you will be notified by a "Notepad" icon appearing at the top of your Portal screen.



Click on this icon and a screen will pop-up with the below information. To open the ticket, click on the Tracking Number.

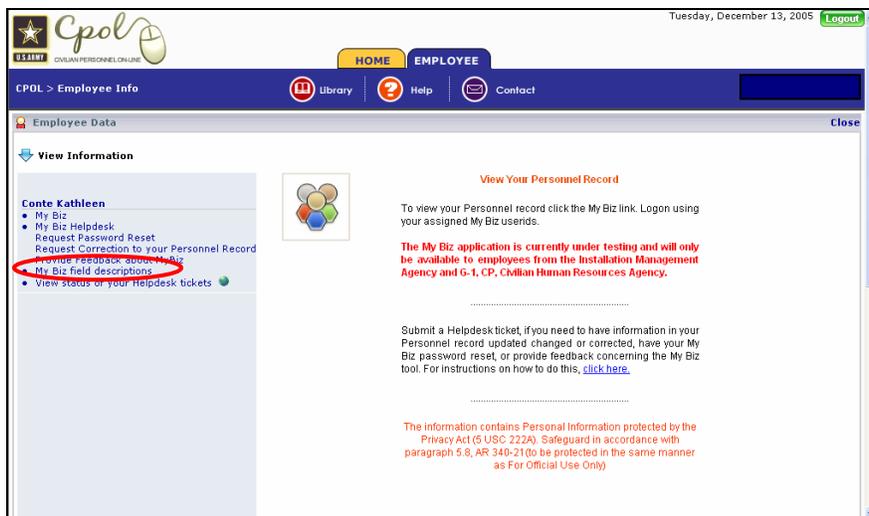


You will then be able to see all notes entered by the person working the ticket and you will be able to write a note back by typing in the Resolution Description box.



My Biz Field Descriptions

From the Employee Data screen you can also connect to the "My Biz Field Descriptions" which will give you a definition of most data elements currently available in My Biz.



These data elements are organized by the tabs within My Biz. For example: if you are in My Biz on the Appointment Tab, and don't know what the "Key Emergency Essential Empl" is.

Urquhart, Randy J
 GENERAL INFO: The information is current of today's date.

Organization: **W REED ARMY MED CTR** Job Title: **Budget Analysis (0560)**
 ARMCW2DHAA 01
 Position: **01319.BUDGET** Grade: **GS-09**
 ANALYST.02982.ARM.C.APPR
 Total Salary: **43,365.00 USD**

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Details | Effective Date | Job | Grade | Step or Rate

Hide 06-Mar-2005 Budget Analysis (0560) GS-09 01

Work Schedule	F - Full-Time	Part-Time Hours Biweekly	
Pay Rate Determinant	0 - Regular Rate	WGI Due Date	05-Mar-2006
WGI Pay Date	05-Mar-2006	Last Equivalent Increase	06-Mar-2005
Key Emergency Essential Empl	Not Assigned to Key Emergency Employee Position	Tenure	2 - Conditional - Tenure Group 2
Annuitant Indicator	9 - Not Applicable	Date Arrived Personnel Office	10-Jan-2005
Assignment NTE Start Date		Assignment NTE Date	
Leave Without Pay Start Date		Leave Without Pay End Date	
Sabbatical Start Date		Sabbatical End Date	
Email Address			

You can go to the "My Biz Field Descriptions", find the tab you are on and the field your questioning and get the definition.

Help - microsoft internet explorer

APPOINTMENT DETAILS:

Work Schedule The number of hours in a day and the number of days of an administrative workweek that constitute an employee's tour of duty. Supervisors establish work schedules based on criteria to include work requirements and funds availability. There are a number of work schedules. The most common are: FULL-TIME - A basic workweek for most full-time employees is normally 40 hours of scheduled work extending over no more than six of seven consecutive days. There are variations to the 40 hour workweek for employees whose tours cannot be regularly scheduled or involve standby time. Some organizations provide their employees with the option of flexible or compressed work schedules as well; PART-TIME - A part-time tour of duty means regularly scheduled work from 16 to 32 hours per week; INTERMITTENT - An intermittent work schedule requires employees to work on an irregular basis for which there is no prearranged tour of duty.

Part-Time Hours Biweekly Number of part time hours scheduled to work in a two week period.

Pay Rate Determinate The special regulatory factors, if any that have been included in the determination of the employee's salary (0-Regular Rate, 6-Special Rate, A-Retained Grade).

WIGI Due date Date within grade increase is due.

WIGI Pay date Date within grade increase is effective.

Last Equiv Increase Date of last equivalent increase.

Key Emergency Essential Empl Key Employee: Incumbent of a CONUS position that cannot be vacated during war or national emergency without seriously impairing the mission; such employees have unique or scarce managerial or technical skills required by the wartime mission. Emergency-Essential (E-E) Employee: Incumbent of an overseas position or who would be sent overseas during a crisis situation; position ensures success of combat operations or supports essential combat systems after a mobilization.

Tenure Tenure of employee: 0 = temporary, 2 = career conditional, 1 = career.

Annuitant Indicator

Date Arrived Personnel Office

Assignment NTE Start Date

Assignment NTE Date